



## **PART-TIME SECURITY GUARD**

### **DUTIES AND FEATURES OF THE CLASS:**

This position is responsible for providing foot and/or vehicle patrols, guarding, and policing County premises to protect property and personnel against fire, theft, vandalism, illegal entry, and other hazards. The work requires knowledge of state laws, department official orders, rules and regulations related to the safety and security of persons and property. Must be willing to work all shifts for 24/7 coverage.

### **EXAMPLES OF WORK:**

Performs scheduled rounds/patrols (interior and exterior) in accordance with established routes, schedules, and procedures; observes departing personnel to guard against theft of property; permits authorized persons to enter property; may examine credentials of persons desiring entrance to restricted areas; sounds and/or investigates alarms (smoke, fire, emergency, intrusion/egress, etc.); takes effective response actions and reports the alarm cause/incident/correction/irregularity as well as reports on accidents, injuries, bomb threats, unlawful acts, hazardous conditions, security incidents/violations, and any unusual incidents; submits routine post/shift reports; reports potentially hazardous conditions and items in need of repair; turns off unnecessary lights; examines doors, windows, and gates to determine that they are secure, opens and secures gates and doors when appropriate; checks safes; responsible for the care and control of radios, keys, and other equipment assigned; promotes an overall security and safety awareness throughout assigned area of responsibility; performs other duties as necessary.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work with little supervision and carry out assigned duties in a responsible, honest manner; ability to obtain the cooperation of others in difficult situations; ability to handle sensitive situations with tact and courtesy; knowledge of the principles, practices and procedures of security enforcement; ability to think and act quickly in emergency situations; ability to establish and maintain effective working relationships with staff, department heads, elected officials and the general public; ability to perform simple mathematical calculations; must be able to physically stand, walk or patrol the majority of the shift.

**QUALIFICATIONS:**

Minimum High School diploma or GED, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities, previous experience in the security field is preferred; knowledge of Microsoft Office to include Word, Excel, and Outlook; excellent organizational, verbal and written communication skills.

**ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- Possession of a valid driver's license
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Must be willing to work nights and weekends occasionally
- 24-29 Hours/Week

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